

## SOURCES OF ASSISTANCE

### Business Resource Guide 2005



City of Houston  
Affirmative Action and Contract Compliance

## CITY CERTIFICATION & RESOURCES

### CITY OF HOUSTON – MAYOR’S OFFICE

Affirmative Action and Contract Compliance Division

Minority, Women, and Disadvantaged Business Enterprise (M/W/DBE) Program

Persons with Disabilities Business Enterprise (PDBE) Program

611 Walker, 7<sup>th</sup> floor; Houston, TX 77002; (713) 837-9000; Fax: (713) 837-9052

- § Certification of M/W/DBEs and PDBEs and monthly M/W/DBE/PDBE Directory
- § Provides ***Contracting Guide*** and quarterly newsletter, ***The Source*** (To view publications go to [www.houstontx.gov](http://www.houstontx.gov), click Affirmative Action and Contract Compliance, then click publications)
- § Pre-certification workshops, Thursdays, 2:00 p.m.; *How to do Business with the City* workshops and *How to Package a Successful Bid* workshops
- § Technical assistance workshops and seminars for small, M/W/DBE and PDBE firms
- § Sponsors Government Procurement Connections; Co-sponsors EXPO and Greater Houston Business Procurement Forum monthly breakfast
- § Bid notifications by fax and e-mail
- § Ombudsman services for assistance, information, and dispute resolution
- § E-mail: [velma.laws@cityofhouston.net](mailto:velma.laws@cityofhouston.net)
- § Web site: [www.houstontx.gov](http://www.houstontx.gov)

### CITY OF HOUSTON - DEPARTMENT OF PUBLIC WORKS AND ENGINEERING

Daniel Krueger, Deputy Director, Engineering and Construction Division

611 Walker, 25<sup>th</sup> floor; Houston, TX 77002; (713) 837-0540; Fax: (713) 837-0698

- § Information on all design and construction bid phase infrastructure projects in the Water, Wastewater, Street and Bridge, and Storm Water programs of the City's Adopted Capital Improvement Plan (CIP).
  - § The primary goal of the Engineering and Construction Division is to meet its CIP commitments in a cost-effective manner by utilizing the expertise of the engineering and construction communities with as little inconvenience to the citizens of Houston as possible.
  - § Information on procurement
- David Guernsey, Division Manager; (713) 238-5241; Fax (713) 238-5304  
Jerry Roberts, Division Manager; (713) 238-5271; Fax (713) 238-5252  
319 St. Emanuel; Houston, TX 77002

- § Information on contract compliance

Lenoria Walker, Deputy Assistant Director; (713) 837-7135; Fax: (713) 837-7139  
611 Walker, 24<sup>th</sup> floor; Houston, TX 77002

## **CITY OF HOUSTON - FINANCE AND ADMINISTRATION – STRATEGIC PURCHASING DIVISION**

Calvin D. Wells, City Purchasing Agent

Betti Tywater, MWBE Liaison

901 Bagby, City Hall, B-109; Houston, TX 77002; (713) 247-1740; Fax: (713) 247-1723

§ Informal and formal bids for supplies and nonprofessional services

§ Vendor number application and information at (713) 247-1740

§ Bid notices are available from the following sources:

1. Notice to Bidder section of the Houston Business Journal (Fridays)
2. City Hall, 901 Bagby, Room B-120, posted in the Service Assistance area
3. Municipal Access Channel, weekly
4. Weekly rotation in minority periodicals
5. Notice to Bidder and Notice of Proposals on the Internet: web site: [www.houstontx.gov/purchasing](http://www.houstontx.gov/purchasing)

## **CITY OF HOUSTON - HOUSTON AIRPORT SYSTEM**

Janice D. Woods, Senior Administrator

16930 John F. Kennedy Blvd.; Houston, TX 77032; (281) 233-3000; Fax: (281) 233-1830

§ Information on planning, design, and construction for three airport facilities

§ Web site: [www.houstonairportsystem.org](http://www.houstonairportsystem.org)

## **CITY OF HOUSTON – HOUSTON AIRPORT SYSTEM – SMALL BUSINESS DEVELOPMENT AND CONTRACT COMPLIANCE DIVISION**

Lea-Ann Gee, Manager

5050 Wright Road; Houston, TX 77032; (281) 233-7833; Fax: (281) 233-2053

§ Provides information to Minority, Women, and Disadvantaged Business Enterprises (MWDBEs) on contracting opportunities at George W. Bush Intercontinental, William P. Hobby, and Ellington Field Airports.

§ Administers Federal Disadvantaged Business Enterprise (DBE) Program.

§ Assists prime contractors with identifying certified MWDBEs for subcontracting opportunities.

§ Initiates outreach activities designed to increase small and MWDBE participation on Houston Airport System projects and contracts.

§ Monitors prime contractor MWDBE utilization and prevailing wage compliance.

## **CITY OF HOUSTON - ONE STOP BUSINESS ASSISTANCE CENTER**

Neil Polansky, Manager

900 Bagby, City Hall Annex, Public Level; Houston, TX 77002; (713) 247-2982; Fax: (713) 247-2710

§ Provides the FREE, 45 page GETTING STARTED PACKET for new and existing businesses, including information on permits, licenses, and applicable regulations

§ Directs businesses to sources of technical assistance, counseling, networking, mentoring, incubator, and educational opportunities

§ Provides Service Corps of Retired Executives (SCORE) business management counseling in-office

§ Provides information and referrals to local, state, and federal financing programs, and incentives for new

and existing small businesses

§ Refers minority, women, and disadvantaged businesses to certification programs, HUB programs, and contracting opportunities with the City of Houston as well as other government agencies

§ Provides troubleshooting and liaison assistance for businesses attempting to obtain permits and certificates issued by the City of Houston

§ E-mail: [onestopbusinesscenter@cityofhouston.net](mailto:onestopbusinesscenter@cityofhouston.net)

§ Web site:

<http://www.houstontx.gov/onestop/index.html>

## OTHER CERTIFICATION AND S/M/W/DBE PROGRAMS

### HOUSTON COMMUNITY COLLEGE SYSTEM (HCCS)

Small Business Development Program

Paralee A. Shivers, Director

3100 Main; Houston, TX 77002; (713) 718-5158; Fax: (713) 718-5221

- § Assist small/minority/women/Business Enterprises
- § Provide community outreach programs to inform firms of SBE program and contracting opportunities
- § Educate firms on how to do business with HCCS via workshops and seminars
- § Notify businesses about upcoming opportunities
- § Ensure contract compliance is enforced on HCCS projects
- § Participate in business trade expos/fairs
- § Provide technical assistance for approved vendors
- § Collaborate with SBE/M/WBE advocates to assist all firms seeking to do business with HCCS
- § Host monthly procurement forums and business expos (1<sup>st</sup> Monday of the month, 8:00 - 10:00 a.m., 3100 Main, 2<sup>nd</sup> Floor in the Auditorium)
- § Encourage and assist firms with international trade opportunities in conjunction with HCCS
- § Co-sponsor SBE Networking Forums/Workshops
- § Co-sponsor SBA Initiatives
- § Create economic development for SBE
- § Web site: [www.hccs.edu](http://www.hccs.edu). Click on business and community. Click on vendor information.

### HOUSTON INDEPENDENT SCHOOL DISTRICT (HISD)

Office of Business Assistance

Robert D. Gallegos, Director

3830 Richmond, Level 2 West; Houston, TX 77027; (713) 892-6445; Fax: (713) 892-6015

- |   |  |
|---|--|
| § Assist Minority/Women/Business Enterprises (M/W/BE) with registration | § Provide bilingual business consulting services   |
| § Establish accountability of money spent with M/W/BE firms             | § Provide assistance with marketing and business brochures   |
| § Enhance the District's commitment to our community                    | § Give referrals on the District's Procurement Services  |
| § Provide the School Board of Education with M/W/BE Business Reports    | § Provide intermediary advisory service for lending and bonding needs  |
| § Notify businesses about opportunities with HISD                       | § Conduct monthly workshops (every 1 <sup>st</sup> Monday of the month at 8:30 a.m.)   |
| § Provide bid notifications of upcoming bid projects                    | § Work with Community Partnerships Department to provide Business Partners who can provide mentoring, tutoring, supplies, services and/or financial contributions to assist individual schools |
| § Provide M/W/BE firms with contact information of general contractors  | § Web site: <a href="http://www.houstonisd.org">www.houstonisd.org</a>   |
| § Mentor and counsel businesses individually or in group settings       |  |

### HOUSTON MINORITY BUSINESS COUNCIL, INC. (HMBC)

Richard A. Huebner, Executive Director

6671 Southwest Freeway, #110; Houston, TX 77074; (713) 271-7805; Fax: (713) 271-9770

- |   |   |
|---|---|
| § Corporate contact directory   | § Scholarship Program   |
| § Minority Business Enterprise (MBE) and Corporate membership networking organization | § Networking luncheons  |
| § MBE certification accepted by State of Texas  | § MBE professional services web site  |
| § Business referrals/weekly bid list/procurement portal                               | § Business consultants offering guidance and advice   |
| § Educational seminars and workshops  | § Financial lending through the Business Consortium Fund (BCF)  |
| § Annual EXPO, Texas' largest Minority Business Development Trade Fair                | § E-mail: <a href="mailto:info@hmbc.org">info@hmbc.org</a> and web site: <a href="http://www.hmhc.org">www.hmhc.org</a> |
| § Membership Guide to Member Services   |   |

## **HOUSTON SMALL BUSINESS DEVELOPMENT CORPORATION**

Business and Technology Center

Marlon D. Mitchell, Executive Director

5330 Griggs; Houston, TX 77021; (713) 845-2400; Fax: (713) 645-2830

- |   |  |
|---|--|
| § Low interest rate, long-term financing  | and software   |
| § General business counseling and planning  | § Workshops and training sessions                            |
| § Resource library equipped with entrepreneurial start-up guides, trade journals, state of the art computers, | § Office space and administrative support services           |
|   | § Web site: <a href="http://www.hsbdc.org">www.hsbdc.org</a> |

## **METROPOLITAN TRANSIT AUTHORITY OF HARRIS COUNTY (METRO)**

John Truitt, Small Business Program Officer

1900 Main Street; Houston, TX 77002; (713) 739-4844; Fax: (713) 739-3857

- § Certification program for small businesses
- § Management and technical assistance programs (METRO Opportunities University)
- § Monthly networking/Procurement Breakfast and Evening Forum

## **PORT OF HOUSTON AUTHORITY**

111 East Loop North; Houston, TX 77029; (713) 670-2400; Fax for Small Business Development staff: (713) 670-2498; Fax for Purchasing staff: (713) 670-2465

### **Small Business Development Staff:**

Gilda Ramirez, Small Business Development Director; (713) 670-2590

Terri Hall, Small Business Development Contract Compliance Analyst; (713) 670-2828

Pedro Garcia, Small Business Development Outreach Coordinator; (713) 670-2588

Ché McFerrin, Small Business Development Certification Specialist; (713)-670-2418

Nola Sears, Small Business Development Assistant; (713) 670-2597

### **Purchasing Staff:**

Curtis Rose, Purchasing Manager; (713) 670-2460

Glenn Martin, Buyer; (713) 670-2463

- § Assistance to small businesses

The Port of Houston Authority's program is a race and gender neutral goal oriented program, targeting small businesses or requiring contractors to utilize small businesses. Under the program, all eligible contracts have a goal of 35% small business participation.

## **SBC**

- § For more information on how to do business with SBC and on SBC's Supplier Diversity Programs, visit [www.sbcsuppliers.com](http://www.sbcsuppliers.com).

## **TEXAS DEPARTMENT OF TRANSPORTATION - BUSINESS OPPORTUNITY PROGRAMS SECTION (TXDOT)**

Efrem Casarez, Director of Disadvantaged Business Enterprise Program

James Dossett, Director, Business Opportunity Programs Section; (512) 486-5500

125 East 11th; Austin, TX 78701; (866) 480-2518; (512) 486-5502; Fax: (512) 486-5509

- |                                |   |
|--------------------------------|---|
| § Certification of DBEs        | § Assists DBEs in procuring TXDOT contracts |
| § Technical assistance program |   |

## **TEXAS BUILDING AND PROCUREMENT COMMISSION HISTORICALLY UNDERUTILIZED BUSINESS (HUB) CERTIFICATION AND COMPLIANCE PROGRAM**

Attention: Procurement

P.O. Box 13047; Austin, TX 78711-3047; (512) 463-5872; Fax: (512) 305-9072

§ Office in charge of the state's HUB certification program

## **WOMEN'S BUSINESS ENTERPRISE ALLIANCE (WBEA)**

1900 North Loop West, Suite 270; Houston, TX 77018; (713) 681-9232; Fax: (713) 681-9242

- |   |  |
|---|--|
| § Women's Business Enterprise National Council (WBENC) National Certification Program | § Annual Awards Program  |
| § Breakfasts, luncheons, and after-hours networking events                            | § WBE member orientation   |
| § Women Business Entrepreneurs (WBE) trade fairs                                      | § Annual Women's Business Opportunity Expo   |
| § Monthly educational workshops   | § Mentoring Program  |
| § Corporate contact list  | § Annual Golf Classic and Auction  |
| § Suppliers Guide   | § E-mail: <a href="mailto:certification@wbea-texas.org">certification@wbea-texas.org</a> (certification); <a href="mailto:events@wbea-texas.org">events@wbea-texas.org</a> (events); and <a href="mailto:admin@wbea-texas.org">admin@wbea-texas.org</a> (other inquiries) and web site: <a href="http://www.wbea-texas.org">www.wbea-texas.org</a> |
| § "Keys to Success" Networking Luncheons  |  |
| § Educational programs  | § WBE scholarships   |
| § Buyer workshops   |  |

## **BUSINESS RESOURCES**

### **ACRES HOME CENTER FOR BUSINESS AND ECONOMIC DEVELOPMENT**

Beulah Ann Shepard, Chairman

Alicia Antonia Marcha, Coordinator

6112 Wheatley; Houston, TX 77091-3947; (713) 692-7161; Fax: (713) 692-1183

§ Business counseling

§ Workshops and training sessions

### **BUSINESS INFORMATION CENTER**

Roger Harris, Business Consultant

Houston Small Business Development Corporation

5330 Griggs Road, Suite G101; Houston, TX 77021-3717; (713) 845-2424; Fax: (713) 845-2449

- § On-site, cross-trained customer service representatives from SBA, Houston Small Business Development Corporation (HSBDC), Houston Minority Business Center (HMBC), University of Houston Small Business Development Center (UH/SBDC), Service Corps of Retired Executives (SCORE), and Business Information Center
- § Banks/lenders are available to make loans to small businesses
- § Internet access, videotapes, entrepreneur books on business operations, etc.
- § Offers business start-up guides, loan information, contracting opportunities, and on-site seminars

## **CORPORATION FOR ECONOMIC DEVELOPMENT OF HARRIS COUNTY, INC.**

Jacqueline B. Griffin, President

11703 ½ Eastex Freeway; Houston, TX 77039; (281) 590-5600; Fax: (281) 590-5605

### Assistance

- |  |   |
|--|---|
| § Provides small business counseling and workshops for small businesses, commercial customers of banks and other lenders located throughout the Harris, Fort Bend, Montgomery, Waller, Liberty, Brazoria, and Galveston counties | § Financial statement analysis  |
| § Business planning  | § Loan packaging (including loan feasibility, loan structuring, and capital sourcing) |
|  | § Workshops and small business training programs                                      |
|  | § Web site: <a href="http://www.cedhc.com">www.cedhc.com</a>                          |

### Loans

- § Small Business Microloans, Small Business Development Loans

## **GREATER HOUSTON PARTNERSHIP**

1200 Smith Street, Suite 700; Houston, TX 77002; (713) 844-3600; Web site: [www.houston.org](http://www.houston.org)

### Greater Houston Partnership Membership Staff

Susan Asimakis, Senior Vice President, Member Services, (713) 844-3679; E-mail: [sasimakis@houston.org](mailto:sasimakis@houston.org)

Susan Dotson, Investor Relations Executive, (713) 844-3678; Fax: (713) 844-0278; E-mail: [sdotson@houston.org](mailto:sdotson@houston.org)

### Minority Partnership Program Staff

Susan Asimakis, Senior Vice President, Member Services, (713) 844-3679; E-mail: [sasimakis@houston.org](mailto:sasimakis@houston.org)

Jill Reese, Program Assistant, (713) 844-3694; Fax: (713) 844-0294; E-mail: [jreese@houston.org](mailto:jreese@houston.org)

- Business Development Programs

Members of the Greater Houston Partnership can take advantage of many programs designed to help companies prosper. Seminars, industry-related councils, CEO Roundtables. Other committee involvement and networking events are all available to members who wish to develop the skills and contacts to further enhance their business opportunities.

- Minority Professional Services Program

The Minority Partnership Program promotes opportunities for minority business professional services executives to enhance business development. The Partnership, in collaboration with the Houston Minority Business Council and the City of Houston's Affirmative Action and Contract Compliance Division, has compiled a comprehensive list, and a brief profile, of locally certified minority firms. This comprehensive list along with the profiles will assist the leaders of major corporations in identifying minority professional services firms from the Houston region for potential contracting opportunities.

## **HOUSTON MINORITY BUSINESS DEVELOPMENT CENTER (MBDC)**

Milton Thibodeaux, Project Director

4801 Woodway, Suite 210-W; Houston, TX 77056; (713) 644-0821 (ext. 254); Fax: (713) 644-3523

Houston MBDC is funded in part by the Minority Business Development Agency, U.S. Department of Commerce and currently operated by Grijalva & Allen, P.C. at (713) 784-1181, in cooperation with twenty-five community based strategic partners. Services provided include the following:

- |                                    |                                     |  |
|------------------------------------|-------------------------------------|--|
| § Management training              | § Site selection                    | § Bonding assistance   |
| § Personnel policies and handbooks | § Inventory control                 | § Identify bid opportunities   |
| § Marketing                        | § ISO 9000/TQM                      | § Bid preparation  |
| § Accounting and budgeting         | § Computer and web page design      | § Contract negotiation   |
| § Tax compliance and planning      | § Feasibility studies               | § 8(A) packaging   |
| § Business planning                | § Identifying lenders and investors | § Export assistance  |
| § Market research                  | § Loan packaging                    | § Web site: <a href="http://www.houstonmbdc.com">www.houstonmbdc.com</a> |
| § Demographic research             |                                     |  |



## **McGraw Hill Construction Dodge**

George Neitzey, Account Representative

4101 Greenbriar, Suite 320; Houston, TX 77098-5296; (713) 529-2256; Fax: (713) 524-7639

- § Dodge Reports - daily news service listing new construction information
- § Dodge Plans - electronic delivery of plans and specifications
- § Plan room to review plans and specifications - subscribers only
- § Online plan room
- § Construction statistics
- § Daily construction information in print or online

## **SERVICES COOPERATIVE ASSOCIATION (SCA) – a Texas chartered not-for-profit cooperative association**

C. Dean Kring, Executive Director and Director of Research

9600 Long Point, Suite 150; Houston, TX 77055-4266; (713) 932-7495 (ext. 13); Fax: (713) 932-7498

- § Conducts Houston Business CrossRoads Networking Breakfast every Wednesday (since 1983) for emerging business owners to meet owners of established companies and representatives of large companies in order to improve the skills of start-up and early stage business owners in market expansion, business development, entrepreneurial education, and professional growth (for information or reservations, call (713) 932-7495 ext. 48)
- § Sponsors the oldest small business incubator in Texas (since 1985) and the first Women's Business Center in the United States (since 1990) which provide the resources, environment, and methodology to accelerate business growth
- § When accepted into an incubator development program, companies have a mentor, a professional development coach, an advisory board, office space, computer, web site, assistance with the business plan, marketing strategy, and instruction in personal selling skills in an increased contact base.
- § Conducts annual trade fairs in the spring and fall, entrepreneurial workshop in the summer, and the coming year's Houston Economic Forecast on New Year's Eve morning, December 31<sup>st</sup>
- § Assists companies past the start-up stage in marketing, operations, administration, and finance
- § E-mail: [service@servicesca.org](mailto:service@servicesca.org) and web site: <http://www.servicesca.org>

## **SMALL BUSINESS ADMINISTRATION (SBA)**

Cleveland Baker, Assistant District Director

8(a) Business Development

8701 South Gessner Dr., Suite 1200; Houston, TX 77074-1591; (713) 773-6500 (ext. 236); Fax: (202) 481-0835

- § Assistance to small businesses
- § Bonding (The SBA guarantees surety companies against a percentage of losses sustained on contracts up to 1.25 million dollars in face value.)
- § The SBA has offices located around the country. For the one nearest you, consult the telephone directory under U.S. Government or call the Small Business Answer Desk at 1-800-UASK-SBA or Fax: (202) 205-7064.
- § Web site: [www.sba.gov](http://www.sba.gov)

## **SMALL BUSINESS ADMINISTRATION RESOURCE PARTNER -SERVICE CORPS OF RETIRED EXECUTIVES (SCORE)**

Tom Pence, Chairperson

8701 South Gessner Dr., Suite 1200; Houston, TX 77074-1591; (713) 773-6565; Fax: (713) 773-6551

- § Free and individual business counseling tailored to meet individual needs and objectives of small business owners
- § Seminars on "Starting and Running Your Own Business" (Each month there is one seminar on a Saturday and one on a Wednesday)
- § Workshops on "Business Plans," "Marketing," and "Cash Management and Record Keeping" geared to teach the answers to important issues
- § Business Information Center (BIC) equipped with computers, resource library with complete information on several hundred businesses and subject specific reference books
- § Outreach activity through use of Field Visit and Speakers Bureau Committee
- § Other Houston office locations at: Palm Center; 5330 Griggs Road; (713) 845-2424 and One Stop Business Center – City Hall Annex; 900 Bagby St.; (713) 247-2982
- § E-mail: [score37@scorehouston.org](mailto:score37@scorehouston.org)
- § Web site: [www.scorehouston.org](http://www.scorehouston.org)

### **TEXAS MANUFACTURING ASSISTANCE CENTER (TMAC)**

Gulf Coast Office: University of Houston; 815 TMAC Building; Houston, TX 77204-6023; (832) 842-7043; Fax (713) 747-4205. For service throughout Texas, call 1-800-625-4876

- § Provides training and technical assistance to Texas manufacturers through 7 regional offices, including one at the University of Houston, which serves the Gulf Coast region.
- § Focus areas include lean manufacturing and lean office principles, strategic management, quality systems, environment and safety.
- § Web site: [www.tmac.org](http://www.tmac.org) < <http://www.tmac.org/> >

### **TEXAS SOUTHERN UNIVERSITY - ECONOMIC DEVELOPMENT CENTER (EDC)**

Ella M. Nunn, Director

Texas Southern University, School of Business

3100 Cleburne Avenue, Suite 151; Houston, TX 77004; (713) 313-7785; Fax: (713) 313-7101

Services listed below are offered without a charged fee:

- § GED training, remedial education, and jobs skills training for individuals
- § Education and training workshops/seminars for existing or potential business owners; one-on-one technical assistance in business development for business start-ups and expansions with a revolving loan fund program
- § Limited technical assistance and information to community-based organizations
- § Community-based organization for economic development projects
- § Limited small business marketing and feasibility studies
- § Promotes small and minority business development
- § E-mail: [nunn\\_em@tsu.edu](mailto:nunn_em@tsu.edu) and web site: [www.tsu.edu/academics/business](http://www.tsu.edu/academics/business)

### **UNIVERSITY OF HOUSTON SMALL BUSINESS DEVELOPMENT CENTER NETWORK**

Mike Young, Executive Director

Jacqueline Taylor, Associate Region Director

James B. Evans, Assistant Region Director

2302 Fannin, Suite 200; Houston, TX 77002; (713) 752-8444; Fax: (713) 756-1500

Web site: [www.sbdcnetwork.uh.edu](http://www.sbdcnetwork.uh.edu)

#### **Houston Metropolitan Center**

Roberta Skebo, Director; (713) 752-8400

- § Free business consulting for small businesses, including: business planning, marketing, loan packaging, and financing
- § Comprehensive business library, bilingual consulting, and Women Business Owner's Initiative

#### **International Trade Center**

Carlos Lopez, Director; (713) 752-8404

- § Free international business consulting, including the evaluation of export potential, market research, selection of distribution networks, and exporting logistics

#### **Procurement Technical Assistance Center**

Lloyd Wright, Director; (713) 752-8466

- § Free consulting, including: the development of government markets and assistance with bid packages and proposals for local, state, and federal opportunities
- § Assistance with contract specifications, quality control, and cost accounting standards
- § Library with government contract specifications

#### **Training Center**

Jacqueline Taylor, Associate Region Director; (713) 752-8473

- § Low-cost workshops and seminars covering a wide range of business skills, including: management, computers,



finance, marketing, manufacturing, and basics of starting a business

**Direct Business Assistance Program**

Roberta Skebo, Director; (713) 752-8400

§ Referral service providing reduced-fee business professionals, including: attorneys and CPAs

## FINANCIAL RESOURCES

**CITY OF HOUSTON - HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT**

Milton Wilson, Jr., Director

601 Sawyer Street, 4th floor; Houston, TX 77007; (713) 868-8305; Fax: (713) 865-4135

- § EDI/Section 108 funds which provide financing for economic development, housing rehabilitation, and essential development projects
- § Information on tax exempt bond financing for educational facilities, health facilities, and industrial developments
- § Financing for affordable housing developments

**CORPORATION FOR ECONOMIC DEVELOPMENT OF HARRIS COUNTY, INC.**

Jacqueline B. Griffin, President

11703 ½ Eastex Freeway; Houston, TX 77039; (281) 590-5600; Fax: (281) 590-5605

- § Provides management and technical assistance: start-up counseling, business planning, loan packaging, and workshops for small businesses and bank customers in Harris, Montgomery, Liberty, Galveston, Brazoria, Fort Bend, and Waller counties.
- § Micro-loan program: \$1000 - \$35,000
- § Revolving loan fund: over \$35,000 up to \$250,000 (requires lender participation)
- § Web site: [www.cedhc.com](http://www.cedhc.com)

**HOUSTON-GALVESTON AREA LOCAL DEVELOPMENT CORPORATION**

James Walsh, Loan Specialist

3555 Timmons Lane, Suite 120; Houston, TX 77027; (713) 499-6675; Fax: (713) 993-4503

- § Administers the SBA 504 program
- § 504 loans up to \$2 million

**OFFICE OF THE GOVERNOR, ECONOMIC DEVELOPMENT AND TOURISM**

Economic Development Bank

221 E. 11<sup>th</sup> Street; Austin, TX 78701; P.O. Box 12428; Austin, TX 78711; (512) 936-0100; Fax: (512) 936-0188

For more information, refer to web site at <http://www.governor.state.tx.us/divisions/ecodev>

**Capital Access Program (CAP)**

- § Increases availability of financing for nonprofit organizations and businesses that face barriers in accessing capital
- § For additional information about the Capital Access Program and the Texas programs noted below, refer to the web site at [http://www.governor.state.tx.us/divisions/ecodev/ed\\_bank/](http://www.governor.state.tx.us/divisions/ecodev/ed_bank/)

**Texas Enterprise Zone Program**

- § The Texas Enterprise Zone program is an economic development tool for local communities to partner with the

- State of Texas to encourage job creation and capital investment in economically distressed areas of the state.
- § Local and state incentives may be provided to qualified businesses that are designated Texas Enterprise Projects.
- § Projects may be physically located in or outside of an Enterprise Zone.
- § If located within a zone, the qualified business commits that 25% of their new employees will meet economically disadvantaged or enterprise zone residency requirements.
- § If located outside of a zone, the qualified business commits that 35% of their new employees will meet economically disadvantaged or enterprise zone residency requirements.

#### **Texas Leverage Fund Program**

- § Is an Economic Development Bank
- § Offers an added source of financing to communities that have passed 4A/4B economic development sales tax
- § Allows cities to leverage their economic development sales tax and to pursue additional projects.

#### **State of Texas Industrial Revenue Bond Program**

- § The Development Corporation Act allows cities, counties, conservation, and reclamation districts to form non-profit industrial development corporations or authorities on their behalf. The purpose is to issue taxable and tax-exempt bonds for eligible projects in their jurisdictions.

#### **Texas Linked Deposit Program**

- § Established to encourage lending to historically underutilized businesses, child-care providers, non-profit corporations, and/or small or medium-sized businesses located in an Enterprise Zone

### **SMALL BUSINESS INNOVATION RESEARCH PROGRAM (SBIR)**

#### **C/O SBA**

Manuel Gonzalez, Acting District Director

8701 South Gessner Dr., Suite 1200; Houston, TX 77074-1591; (713) 773-6500 (ext. 232); Fax: (713) 773-6550

- § Provides federally-funded grants to businesses involved in high-tech innovation research and development operations
- § Grants of \$50,000 and more are available in a three phase funding cycle:
  - Phase I is the start-up phase. Awards (up to \$100,000 for approximately 6 months) support exploration of the technical merit or feasibility of an idea or technology.
  - Phase II awards (up to \$750,000 for as long as 2 years) expand Phase I results. During this time, the R&D work is performed and the developer evaluates commercialization potential. Only Phase I award winners are considered for Phase II.
  - Phase III is the period during which Phase II innovation moves from the laboratory into the marketplace. No SBIR funds support this phase. The small business must find funding in the private sector or other non-SBIR federal agency funding.
- § To get on the mailing list, call (202) 205-6450 or see the SBA web site under SBIR on the Internet.

### **U.S. SMALL BUSINESS ADMINISTRATION 7(a) Loan Program**

8701 South Gessner Dr., Suite 1200; Houston, TX 77074-1591; (713) 773-6500 ext. 234 or 239; Fax: (713) 773-6550

- § Guarantees up to 85% of amount provided by commercial lenders on loans up to \$150,000
- § Loans over \$150,000 receive a 75% guarantee
- § Uses include debt refinancing, land, building, equipment, and working capital
- § No minimum guarantee; Maximum guarantee of \$1 million
- § Low Documentation Loan Program ("Low-Doc") (up to \$150,000) for new and emerging businesses
- § Bonding (The SBA guarantees surety companies against a percentage of losses sustained as a result of a contractor's default on a guaranteed bid, payment, or performance bond.)
- § The SBA has offices located around the country. For the one nearest you, consult the telephone directory under U.S. Government or call the Small Business Answer Deck at 1-800-UASK-SBA or Fax: (202) 205-7064.
- § Web site: [www.sba.gov](http://www.sba.gov) or Pro-net web site at <http://pro-net.sba.gov>

## CHAMBERS & COMMUNITY ORGANIZATIONS

### ACRES HOME CITIZENS CHAMBER OF COMMERCE

Roy Douglas Malonson, Chairman/CEO

6130 Wheatley Street; Houston, TX 77091-3947; (713) 692-7003; Fax: (713) 692-1183

- § Actively promotes the growth and expansion of small business enterprises
- § Center for Business and Economic Development
- § Annual community/business directory
- § Monthly networking lunch meetings, the first Thursday of each month
- § Juneteenth Zydeco and Blues Festival
- § Annual awards banquet
- § Monthly small business development workshops, the second Tuesday of each month

### AMERICAN INDIAN CHAMBER OF COMMERCE OF TEXAS

Diana Woodward, Executive Director

P.O. Box 163047; Fort Worth, TX 76161; (817) 429-2323; Fax: (817) 451-3575

204 W. Bedford-Eules Rd., Suite J; Hurst, TX 76053

- § Quarterly newsletter
- § Promotes economic development through seminars on certifications, business start-up and development, legal and tax issues, and genealogy. Also sponsors networking opportunities and trade shows.
- § Promotes civic development through scholarship program, annual awards banquet and sponsorship of Native American Art show and community day.
- § Distributes American Indian Business Directory
- § E-mail: [aicct@aicct.com](mailto:aicct@aicct.com) and web site: [www.aicct.com](http://www.aicct.com)

### ASIAN CHAMBER OF COMMERCE

Elsie Huang, Executive Director

7457 Harwin Drive, Suite 146; Houston, TX 77036; (713) 782-7222; Fax: (713) 782-8676

- § Monthly business luncheons and networking, the second Wednesday of each month
- § Quarterly mixer with other business organizations
- § Trade mission
- § Annual membership directory
- § Annual Entrepreneur Award Gala
- § Seminars
- § Newsletter
- § Annual Golf Tournament
- § Web site: [www.Asianchamber-hou.org](http://www.Asianchamber-hou.org)
- § E-mail: [elsiehuang@asianchamber-hou.org](mailto:elsiehuang@asianchamber-hou.org)

### COUNCIL OF ASIAN AMERICAN ORGANIZATIONS

Glenda Joe, Communications Coordinator

1714 Tannehill Drive; Houston, TX 77008; (713) 861-8270; Fax: (713) 861-3450

- § Council of Asian American Organizations is a non-profit offering Asian ethnic resources, referral and cross-cultural technical assistance.

## **GREATER SOUTHWEST HOUSTON CHAMBER OF COMMERCE**

Trish Wise, President and CEO

6900 S. Rice Avenue; Bellaire, TX 77401; (713) 666-1521; Fax: (713) 666-1523

- § Monthly breakfast and luncheon meetings
- § Annual membership directory
- § Web site with links to member businesses
- § Business before and after-hours networking opportunities
- § Leadership 20/20 Program
- § Golf tournament, arts and crafts festivals, Law Enforcement Recognition Banquet, and other special activities
- § Committees focusing on economic development, small business assistance, education, governmental affairs, etc.
- § Web site: [www.southwesthoustonchamber.com](http://www.southwesthoustonchamber.com)

## **HOUSTON AREA URBAN LEAGUE, INC.**

Sylvia K. Brooks, President and CEO

David Collins, Chairman of the Board

1301 Texas Avenue; Houston, TX 77002; (713) 393-8700; Fax: (713) 393-8701

- § Operates the Community Technology Center which offers comprehensive computer literacy training
- § Education and Support Services - academic support/parental involvement, higher education, and youth leadership
- § Housing and Community Services - housing counseling program and home buyer seminars
- § Workforce, Economic Development and Training
- § Department - employment orientation and assessment, life skills training, referral placement, Job Club, and AT&T Digital Campus
- § Health initiatives – Diabetes Education and Prevention programs
- § Professional training and development seminars
- § Technical Support for Small Businesses

## **HOUSTON CITIZENS CHAMBER OF COMMERCE**

Val Thompson, President

Earl B. Loggins, Chairman of the Board

2808 Wheeler Street; Houston, TX 77004; (713) 522-9745; Fax: (713) 522-5965

- § Membership open to any business, organization, or professional
- § Board of Directors Meeting (first Wednesday of the month)
- § Annual Scholarship Awards Program / May 2005
- § African-American Business Achievement Pinnacle Awards
- § SBA Outreach Office / Tuesdays
- § Networking functions (2<sup>nd</sup> Thursday of the month)
- § Conference room facilities
- § Referrals to appropriate lending sources or agencies
- § Membership/orientation meeting
- § Business After Hours networking event / Quarterly
- § Men Who Cook Gala
- § Web site: [www.houstoncitizenschamber.com](http://www.houstoncitizenschamber.com)

## **HOUSTON HISPANIC CHAMBER OF COMMERCE**

Iris Correa, President

2900 Woodridge, #312; Houston, TX 77087; (713) 644-7070; Fax: (713) 644-7377

- § Membership open to any business concerned with Hispanic economic development
- § Networking events: breakfasts, luncheons, awards banquet, after hours mixers, etc.
- § Workshops and educational seminars focusing on business management development
- § Managerial and technical assistance in domestic and international business
- § Web site: [www.houstonhispanicchamber.com](http://www.houstonhispanicchamber.com)

### **HOUSTON INTOWN CHAMBER OF COMMERCE**

Jamie Brewster, President and Executive Director

3015 Richmond Avenue, Suite 200; Houston, TX 77098; (713) 524-8000; Fax: (713) 524-2786

- |   |  |
|---|--|
| § Chamber luncheons – Bi-monthly            | § Professional Development opportunities                                       |
| § Networking breakfasts – Bi-monthly        | § Quality of Life initiatives  |
| § Quarterly Intown Marketing Network        | § Conference room facilities   |
| § Quarterly Neighborhood Chat & Chew        | § Special events   |
| § Monthly <i>Houston Intown</i> publication | § Community outreach and development   |
| § Advertising opportunities                 | § Web site: <a href="http://www.houston-intown.com">www.houston-intown.com</a> |
| § Liaison with governmental agencies        |  |

### **HOUSTON WEST CHAMBER OF COMMERCE**

Jeannie M. Bollinger, President and CEO

10777 Westheimer, Suite 916; Houston, TX 77042; (713) 785-4922; Fax: (713) 785-4944

- |   |  |
|---|--|
| § Membership open to any business on Houston's westside | § Business/International Expo                              |
| § Monthly networking breakfasts                         | § Economic Development Star Awards luncheon                |
| § Monthly luncheon                                      | § Governmental Affairs luncheon                            |
| § Networking Nites                                      | § Health Initiatives / Health Fair                         |
| § Advertising Opportunities                             | § Teacher of the Year luncheon                             |
| § Seminars and workshops                                | § Web site: <a href="http://www.hwcc.org">www.hwcc.org</a> |
| § Business-to-business referrals                        | § Ribbon cuttings, ground breakings, grand openings        |
| § Annual golf tournament                                |  |

### **INDO AMERICAN CHAMBER OF COMMERCE OF GREATER HOUSTON**

Jagdip Ahluwalia, Executive Director; (832) 746-8372

1535 West Loop South, Suite 200; Houston, TX 77027; (713) 624-7131; Fax: (713) 782-8676

Membership open to any business, organization or professional.

- § Quarterly Business/Networking Luncheons
- § Periodic Networking Mixers
- § Bi-lateral Trade Missions with India-incoming and outgoing
- § Annual Golf Tournament
- § Annual Awards Gala
- § Seminars and workshops focused on economic development and small business assistance.
- § Web site: [www.iaccgh.com](http://www.iaccgh.com)
- § E-mail: [almamach@aol.com](mailto:almamach@aol.com), [iaccgh01@aol.com](mailto:iaccgh01@aol.com)

### **LEAGUE OF UNITED LATIN AMERICAN CITIZENS (LULAC) - DISTRICT VIII**

Sylvia Gonzalez, Director

5207 Airline Drive, Suite 102; Houston, TX 77022; (713) 695-5980; Fax: (713) 697-1012

- |  |  |
|--|--|
| § Information and referral service                             | § Web site: <a href="http://www.lulac8.org">www.lulac8.org</a> |
| § E-mail: <a href="mailto:D8MGR@Lulac.org">D8MGR@Lulac.org</a> |  |

### **N.A.A.C.P. ECONOMIC DEVELOPMENT COMMITTEE**

Reuben Brown, Economic Development Chair

2002 Wheeler Avenue; Houston, TX 77004; (713) 526-3389; Fax: (713) 630-2699

- § Workshops and seminars for minority businesses (business start-up, marketing, and government contracting)
- § Annual campaign to support, strengthen, and increase minority businesses
- § E-mail: [branch@naacphouston.org](mailto:branch@naacphouston.org)

### **NATIVE AMERICAN CHAMBER OF COMMERCE**

Carroll Griffin Cocchia, President/Founder

7457 Harwin, Suite 307; Houston, TX 77036; (832) 251-6367; Fax: (832) 251-6312

- |  |   |
|--|---|
| § Monthly newsletter   | § Member of Houston Minority Business Council   |
| § American Indian Business Directory   | § Annual Corporate and Small Business Awards Gala   |
| § Educational and cultural programs  | § Committees addressing mentoring, global diversity, internship, recruitment, bids, proposals, and member needs assessments |
| § Committed to culture, commerce, and community                                  | § Mediation between Indian Nations and the cooperate community, regarding employment, tribal councils, and protocol         |
| § Assists in American Indian business development and growth                     |   |
| § Major corporate partnership and participation                                  |   |
| § Member/co-creator of inner council of minority chambers - Greater Houston Area |   |
| § Nationwide membership and representation                                       |   |

### **SOUTH ASIAN CHAMBER OF COMMERCE – HOUSTON CHAPTER**

Faz'le A. Yousuf, President

Harinath Medi, Chairman

9888 Bissonnet, Suite 290-I; Houston, TX 77036; (713) 988-2445; Fax: (713) 988-2447

- |  |  |
|--|--|
| § Monthly dinner meetings and networking opportunities             | § Annual membership directory  |
| § Education through selected speakers, seminars, and presentations | § Business opportunities and leads                                       |
|  | § Business expo/awards ceremony  |
|  | § Web site: <a href="http://www.sacchouston.org">www.sacchouston.org</a> |

### **WOMEN'S CHAMBER OF COMMERCE OF TEXAS**

Sandy White, Board member

1225 N. Loop West, Suite 1030; Houston, TX 77008; (713) 869-1144 (ext. 12); Fax: (713) 868-3101

- |                                      |  |
|--------------------------------------|--|
| § Focus: women's issues in commerce  | § Luncheon every fourth Tuesday of the month |
| § Networking functions               | § Annual conference in the fall              |
| § MAPcom: Money and Power Conference | § Business referrals and job leads           |

## **PROFESSIONAL ORGANIZATIONS**

### **ALLIANCE OF MINORITY CONTRACTORS OF HOUSTON (AMCH)**

Gilbert De La Cruz, Chairman

1616 W. 22<sup>nd</sup>, P.O. Box 920859; Houston, TX 77008; (713) 802-4145; Fax: (713) 863-8522

- |   |  |
|---|--|
| § Promote contracting opportunities   | § Monthly networking activities  |
| § Monthly meetings with guest speakers and educational presenters (3 <sup>rd</sup> Thursday of each month) HCCS Elgin at Main, free parking | § Information sources for contractors  |
| § Plan Room at 1616 W. 22nd   | § Monthly supplier/service provider presentation                                     |
|   | § E-mail: <a href="mailto:gdelacruz@trevinogroup.com">gdelacruz@trevinogroup.com</a> |



### **ASIAN AMERICAN ENGINEERS/ARCHITECTS**

Terry Cheng, P.E., President

6250 Westpark, Suite 200; Houston, TX 77057-7304; (713) 784-7777; Fax: (713) 784-7733

- § Referrals
- § Bi-monthly dinner and networking meeting
- § E-mail: [aia@aiainc.com](mailto:aia@aiainc.com)

### **ASSOCIATED BUILDERS AND CONTRACTORS OF GREATER HOUSTON (ABC)**

Russell Hamley, President

3910 Kirby, Suite 131; Houston, TX 77098; (713) 523-6222; Fax: (713) 874-0747

- |  |   |
|--|---|
| § Monthly networking opportunities         | § Construction and Maintenance Education  |
| § Information sources for contractors      | Foundation provides training in 21 crafts |
| § Nationwide computerized referral service | § Contractor Insurance Program            |
| § Plan room with copying services          |   |

### **ASSOCIATED GENERAL CONTRACTORS OF AMERICA, INC. (AGC) – HOUSTON CHAPTER**

Jerry Nevlud, Executive Vice President

Barbara Bailey Myers, Executive Director – Industry Services

Susan Nittka, Director of Industry Issues

P.O. Box 662; Houston, TX 77001-0662; (713) 843-3700; Fax: (713) 843-3777

3825 Dacoma St.; Houston, TX 77092-8717

For Members Only:

- |   |   |
|---|---|
| § Fax, e-mail bulletins three times/week; daily web site updates of construction projects out for bid; contract awards and lows, etc.               | § Online project information using iSqFt technology   |
| § Help with public and employee relations   | § Special membership for M/WBE, emerging firms, start-up businesses   |
| § Use of plan room - blueprints available on jobs out for bid including all City, County, State, Fed projects and other private commercial projects | § E-mails: <a href="mailto:susan.n@agchouston.org">susan.n@agchouston.org</a><br><a href="mailto:barbara.b@agchouston.org">barbara.b@agchouston.org</a> |
|   | § Web site: <a href="http://www.agchouston.org">www.agchouston.org</a>  |

### **ASSOCIATION OF BLACK CONSULTING ENGINEERS AND ARCHITECTS**

Sherif Mohamed, President

7322 S.W. Freeway, Suite 470; Houston, TX 77074; (713) 779-2299; Fax: (713) 779-3727

- § Promotes excellence in engineering and architecture
- § Promotes increased opportunities for Black engineering and architectural firms
- § Networking activities
- § Monthly meetings first Tuesday of each month with guest speakers
- § Influences policies to increase opportunities in the public and private sectors

### **ASSOCIATION OF MINORITY CONTRACTORS OF HOUSTON**

Richard E. Battle, President

14418 Hiram Clark Rd.; Houston, TX 77045; (713) 433-5278; Fax: (713) 433-5287

- |   |  |
|---|--|
| § Selected bid specifications for review (City, County, and HISD) | § contractors and suppliers            |
| § Promotes increased opportunities for minority                   | § Monthly meetings with guest speakers |
|   | § Networking activities                |

### **HISPANIC CONTRACTORS ASSOCIATION - GREATER HOUSTON AREA, INC.**

Randy Magdeleno, Chairman

11 Parker Rd.; Houston, TX 77076; (713) 699-2732; Fax: (713) 695-1556

- § Networking activities
- § Information sources for Hispanic-owned businesses and Hispanic contractors
- § Promotes and increases opportunities for Hispanic-owned businesses and Hispanic contractors
- § National, state, and local affiliates
- § Monthly meetings, third Saturday of every month
- § with guest speakers
- § Quarterly newsletter
- § Provides free information on City of Houston, Houston Minority Business Council, and METRO certification programs
- § Develops alliances with other associations and chambers

### **HOUSTON BUSINESS & PROFESSIONAL MEN'S CLUB**

David Harris, Chairman of the Board

13135 S. Dairy Ashford, Suite 525; Sugarland, TX 77478; (281) 491-8233; Fax: (713) 520-5209

- § Co-sponsor of the Greater Houston Business Procurement Forum meetings every third Tuesday of each month
- § For breakfast reservations, call David Harris at (713) 527-8233

### **HOUSTON CONTRACTORS ASSOCIATION (HCA)**

Jeffrey Nielsen, Executive Vice President

4001 Sherwood Lane; Houston, TX 77092; Ph: 713-349-9434; Fax: 713-349-9435

- § E-mail: [jnielsen@houstoncontractors.org](mailto:jnielsen@houstoncontractors.org)
- § Web site: [www.houstoncontractors.org](http://www.houstoncontractors.org)

### **HOUSTON COUNCIL OF ENGINEERING COMPANIES, INC.**

James F. Thompson, President

Christina M. Lindsay, Executive Director

2150 West 18<sup>th</sup> Street, Suite 205; Houston, TX 77008; (713) 426-0800; Fax: (713) 426-0801

- § Promotes capital improvement projects throughout the City of Houston, Harris County, and surrounding municipalities and counties
- § Assists County and City in writing guidelines and criteria for the National Pollutant Discharge Elimination System (NPDES)
- § Technical review of the Harris County Flood Control District Design Criteria Manual, Harris County Design Standards, and City of Houston Design Manual
- § Pursuit of cost-effective, quality-based selection processes by public agencies
- § E-mails: [chris@houstoncec.org](mailto:chris@houstoncec.org)
- § Web page: [www.houstoncec.org](http://www.houstoncec.org)

### **HOUSTON HISPANIC ARCHITECTS AND ENGINEERS (HHAEE)**

Benito Guerrier, President

P.O. Box 421372; Houston, TX 77242; (713) 426-7407

- § Focus: design services and ways Hispanic businesses can collaborate to complete projects
- § Monthly meetings
- § Hosts potential clients to allow individuals to directly market themselves
- § Career guidance for young Hispanics
- § Promotes economic growth among the members
- § Scholarships and mentorship for young Hispanics
- § Mission Statement - Our mission is to enhance the architectural and engineering profession by uniting in fellowship the architects and engineers of the greater Houston area; to promote economic growth among our members; to

enrich them with scientific and technological developments; and to provide services and contribution towards the cultural endowment of our community.

- § E-mail: [info@hhae.org](mailto:info@hhae.org)
- § Web site: [www.hhae.org](http://www.hhae.org)

#### **MINORITY CONTRACTORS ALLIANCE OF TEXAS, INC.**

James Robinson, Chairperson

Roy Owens, President

4100 Hull Street; Houston, TX 77021; (713) 527-9222; Fax: (713) 741-3777

- § Provides services for contractors
- § Advocate for minority contractors
- § Training seminars
- § Source for insurance and bonding

#### **NATIONAL ASSOCIATION OF WOMEN BUSINESS OWNERS (NAWBO) (HOUSTON CHAPTER)**

Connie Smith, President – Greater Houston Chapter

P.O. Box 572605; Houston, TX 77257-2605; (713) 639-3811; Fax: (281) 893-1933

- § The Houston Chapter of NAWBO is dedicated to the promotion of the interests of women business owners (also open to non-business owners).
- § Monthly luncheon with networking and educational or motivational speakers
- § Web site: [www.nawbohouston.org](http://www.nawbohouston.org)

#### **TEXAS UNITED CONTRACTORS ASSOCIATION**

D.J. Blanton, President

P.O. Box 681; Pearland, TX 77588; (713) 733-6669; Fax: (713) 733-3404

3610 Dalstrom; Houston, TX 77047

- § Access to a plan room
- § Dodge Reports and other construction reports

#### **WOMEN CONTRACTORS ASSOCIATION**

Josena Arquieta, Executive Director

P.O. Box 130441; Houston, TX 77219; (713) 807-9977; Fax: (713) 807-9917

- § Women assisting women in achieving success in the construction industry
- § Monthly meetings with networking and educational speakers
- § E-mail: [jarquieta@womencontractors.org](mailto:jarquieta@womencontractors.org)
- § Web site: [www.womencontractors.org](http://www.womencontractors.org)

# CONTACT PERSONS FOR REQUESTS FOR PROPOSALS (RFPS) and REQUESTS FOR QUALIFICATIONS (RFQS)

## CITY OF HOUSTON

### **BUILDING SERVICES**

Professional Services	Annette Goldberg	(713) 437-6129
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### **FINANCE AND ADMINISTRATION**

	Annabelle Chen	(713) 837-9651
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### **FIRE**

Professional Services/High Tech	Gracia Rosslow	(713) 247-8721
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### **HEALTH AND HUMAN SERVICES**

Professional Services	Joseph Badell	(713) 794-9325
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High Tech	Vernon Hunt	(713) 794-9955
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### **HOUSING AND COMMUNITY DEVELOPMENT**

	Aleice Goodson	(713) 868-8446
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### **HOUSTON AIRPORT SYSTEM**

MIS	Frank Haley	(281) 233-1835
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Engineering, Architectural	Jim Sartain	(281) 233-1963
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Engineering, Civil	Adil Godiwalla	(281) 230-1934
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Property	Randy Goodman	(281) 233-1822
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Procurement	Rick Hrachovy	(281) 230-8000
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Technical Services	Dallas Evans	(281) 230-8001
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Employee Development	Brenda Younger	(281) 233-1890
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### **PARKS AND RECREATION**

Purchasing and Procurement	Maria Rodriguez	(713) 845-1118
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### **PLANNING AND DEVELOPMENT**

Economic Development	René Martinez	(713) 837-7970
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Purchasing and Procurement, GIS	Kathryn Morgan	(713) 837-7943
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### **POLICE**

Professional Services	Lisa Chang	(713) 308-1749
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### **PUBLIC WORKS AND ENGINEERING**

	David Guernsey	(713) 238-5241
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	Gloria Cordova	(713) 238-5203
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	Jerry Roberts	(713) 238-5271
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### **SOLID WASTE MANAGEMENT**

	John Erdeljac	(713) 699-7945
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*The Sources of Assistance is updated  
once a year.*

*Fax any changes to (713) 837-9053.*